



**Canadian Cancer Society/Canadian Institutes of Health/Brain Canada Spark Grants:
Novel Technology Applications in Cancer
Prevention and Early Detection
(SPARK-21)**

Canadian Cancer Society

September 3, 2020
Version 1



Canadian
Cancer
Society

Important dates:

Registration due:
August 28, 2020

Full application due:
October 16, 2020

Results announcement:
January 8, 2021

Anticipated funding start date:
January 15, 2021

To apply:

Visit [EGrAMS](#) to access the application form.

Applications must be submitted online by 5:00 pm EDT/EST.

Questions?

Contact CCS research staff at research@cancer.ca

SPARK-21 Program Synopsis

The Canadian Cancer Society (CCS), the Canadian Institutes of Health Research - Institute of Cancer Research (CIHR-ICR), and Brain Canada Foundation (BC) have committed a total of up to \$2.4M over one year to jointly fund Spark Grants at up to \$150K each, focused on Novel Technology Applications in Cancer Prevention and Early Detection.

The intent of this program is to “spark” new activity in the development and/or application of truly novel approaches to cancer prevention and early detection.

Spark Grants will harness the power of new technologies and interventions to prevent the onset of cancer and/or reduce its severity through early detection when the disease is at its most treatable, including the early detection of recurrence and metastatic spread. Spark Grants will support the development of new partnerships and the exploration of highly novel concepts, involving researchers from any research area, and particularly from non-traditional cancer fields, such as engineering, AI, robotics, physics, nanoscience, statistics, informatics, computer and data sciences, behavioural science, and any other discipline poised to seed the next generation of disruptive technologies in cancer control. These grants are intended to support research that will provide the evidence for future larger grants that will serve as “game-changers” in the way we approach cancer prevention and early detection, disrupting existing methods and displacing the status quo.

- Up to \$800,000 is available from CIHR-ICR to support Spark grants focused on breast cancer
- Up to \$800,000 is available from BC, subject to availability of funds from CCS, to support Spark grants focused on brain cancer
- Up to \$800,000 is available from CCS to support Spark grants on any cancer type

This program has been made possible by the Brain Canada Foundation through the Canada Brain Research Fund, with the financial support of Health Canada, the Canadian Cancer Society and the Canadian Institutes of Health Research - Institute of Cancer Research.

The complete Spark Grants program description can be accessed [here](#).

Application Guide

Three easy steps:

1. [Create access to your application for signing authorities](#)
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STEP 1: Create access to your application for signing authorities

Your full application requires sign-off by the Head of the Department and by the executive signing authority from the institution where your research will be undertaken. If funds are to be distributed by a separate institution, sign-off is also required from the executive signing authority for the finance institution.

Researchers who are Department Heads:

If the PI is also a Department Head, applications must be authorized by the **Dean of the Department** instead. Their approval must be completed in order to submit the application.

Provide the name and email address of your signing authorities to allow EGrAMS to generate an automated email containing a link to the relevant page of your application.

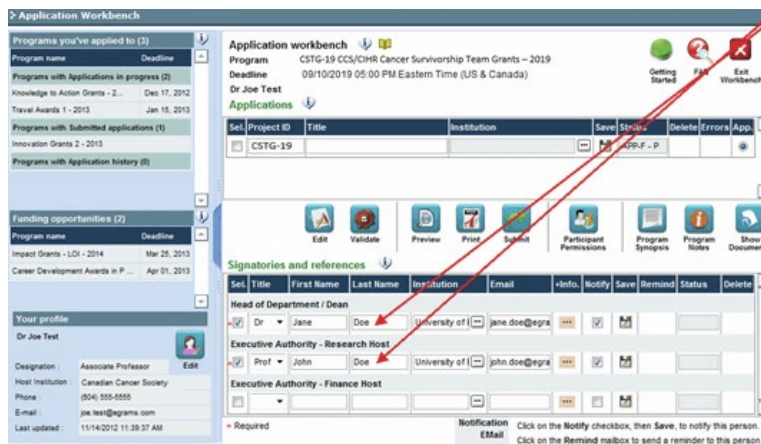
The system will send the email when you click the **Notify** box (step 2).

Create a PDF of your application:

Depending on your institution's policy regarding signing authorities, your Department Head or Dean may require you to provide them with a PDF of your completed application for their review before they indicate their approval. You can generate a PDF of your application at any time by going to the **Application workbench** and clicking:



1. Ensure that **Spark Grants– 2021** is selected in the Application workbench.
 - If not, click the program name on the left under Programs with Applications in progress
2. Complete the forms under the **Signatories and references** section by providing the titles, names, institutions and email addresses of your Head of Department/Dean, Executive Authority – Research Host and (if applicable) Executive Authority – Finance Host signatories.

A screenshot of the "Application Workbench" web interface. The interface is divided into several sections. On the left, there are navigation menus for "Programs you've applied to (2)", "Programs with Applications in progress (2)", "Programs with Submitted applications (1)", "Programs with Application history (8)", "Funding opportunities (2)", and "Your profile". The main area shows the "Application workbench" for "CSTG-19 CCS/CHR Cancer Survivorship Team Grants – 2019". Below this is a table with columns for "Set", "Project ID", "Title", "Institution", "Save", "Notify", "Delete/Errors", and "App". A table below that lists "Signatories and references" with columns for "Set", "Title", "First Name", "Last Name", "Institution", "Email", "Info", "Notify", "Save", "Remind", "Status", and "Delete". The table contains three rows: "Head of Department / Dean" (Dr. Jane Doe, University of ...), "Executive Authority - Research Host" (Prof. John Doe, University of ...), and "Executive Authority - Finance Host" (empty). A red arrow points to the "Notify" checkbox in the first row. At the bottom, there are instructions for "Notification Email" and "Remind".

3. Click the **...** button under the **+Info** heading and complete the **Reference Additional Info** window for **Department**, **Position/Title** and **Phone**:

4. **IMPORTANT:** Ensure that the **Notify** checkbox is checked.

Sel.	Title	First Name	Last Name	Institution	Email	+Info.	Notify	Save
Research Supervisor / Mentor								
<input checked="" type="checkbox"/>	Dr	Jane	Doe	University of I	jane.doe@egra	...	<input checked="" type="checkbox"/>	

- When the Notify box is checked off, EGrAMS will send an automated email to your signatory as soon as you click .
- The email will contain a unique URL that will grant access to the relevant section of your application for each contact.

Automated email delivery to your signing authorities:

The email notification is sent out as soon as you click the **Save icon**. If you want to notify them at a later time, make sure that the **Notify** option is unchecked. When you are ready to notify them, follow these steps:

1. Return to the **Application workbench** screen.
2. Click the **Notify** button.
3. Click the **Save** icon.

5. Click to save your entry. An email containing a unique URL for access to the signing authority sections of your application will be sent out to your contacts immediately.



Monitoring status / sending reminders:

To see if your contacts have completed the signing authority sections of your application by following these steps:

1. Return to the **Application workbench** screen.
2. Check the **Status** column. (It will display either "Pending", "Work In Progress" or "Complete".)




Send a reminder email:

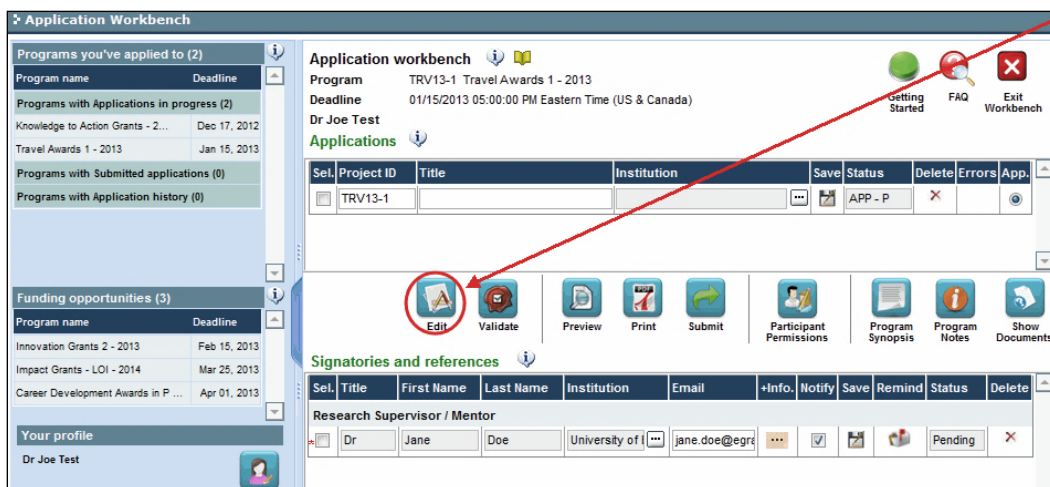
If your contacts have not yet completed their portion of your application, you can re-send the email notification by clicking on the button.



STEP 2: Complete your application

I. Access the application

1. Ensure that **Spark Grants – 2021** is selected in the workbench.
 - if not, click the program name on the left under Programs with Applications in progress
2. Click the  button to access the application:



3. Click on the background tab to begin.

II. Enter details of your application

As part of the Abstract registration, the Background, Abstract (excluding Impact Statement and Breast Cancer Relevance Statement), Public Summary, Panel, Tracking and Biographical Information sections have already been completed. While these sections can be updated, substantive changes that significantly alter the overall goals and aims of the proposal relative to the Abstract Registration are not permitted.

Understanding the application interface:

For assistance with the application interface (how to navigate through the application, interpret help files and instructions, save/validate your content, upload and attach supporting documentation, etc.) consult [Appendix D: Understanding the application interface](#).

Format for document attachments:

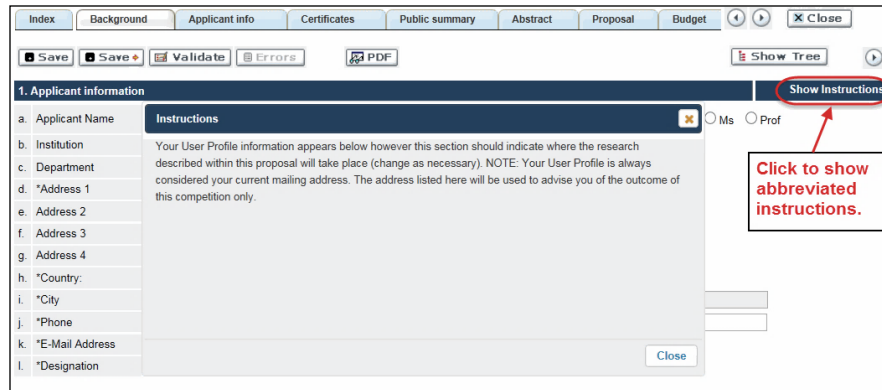
With the exception of appendices, document attachments (e.g. CVs, figures, tables and charts, etc.) **must be submitted in PDF format, and must not exceed 5 MB** in size. The system will reject documents that do not meet these standards.



Access instructions within the application:

Abbreviated instructions for completion of each page of the application are provided within the application itself. Click 'Show Instructions' to access them.

These are not meant to be comprehensive – please consult the Application Guide, along with the funding program description, to complete your application:



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Index, Background, Applicant info, Certificates, Public summary, Abstract, Proposal, Budget, and a Close button. Below the navigation bar are buttons for Save, Save+, Validate, Errors, PDF, and Show Tree. The main content area is titled '1. Applicant information' and contains a list of fields: a. Applicant Name, b. Institution, c. Department, d. *Address 1, e. Address 2, f. Address 3, g. Address 4, h. *Country, i. *City, j. *Phone, k. *E-Mail Address, and l. *Designation. A 'Close' button is located at the bottom right of the form. A red circle highlights the 'Show Instructions' button in the top right corner of the form area. A red arrow points from this button to a callout box that contains the text 'Click to show abbreviated instructions.'



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BACKGROUND

1. Applicant information

The contents of this page will be pre-populated from your user profile.

2. Project information

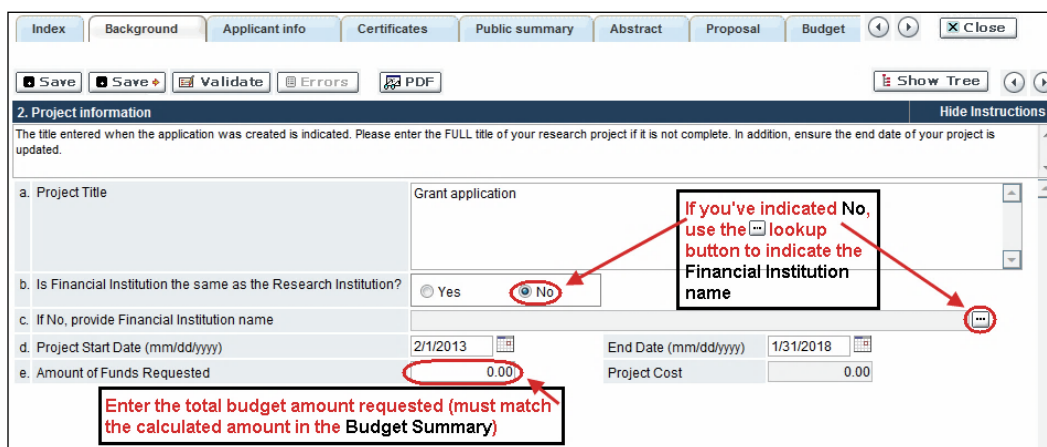
Project title: The title entered when the application was created is indicated. Please avoid typing in ALL CAPS.

Financial Institution: If the institution responsible for administering grant funds is different from the institution hosting your research, use the  button to locate the financial institution.


Project date: The start and end dates must match the program funding period of January 15, 2021 to January 14, 2022.

Amount of funds requested: This figure will default to 0, please enter the requested amount for this project. This figure must match the total calculated budget for your application - the total calculated budget is viewable on Budget Summary page within the Budget section.

Note that the maximum contribution that CCS, CIHR and Brain Canada will make towards a project is \$150,000 over a one-year period.



The screenshot shows the '2. Project information' section of the EGrAMS application form. The form includes the following fields and annotations:

- a. Project Title:** Contains the text 'Grant application'.
- b. Is Financial Institution the same as the Research Institution?:** Radio buttons for 'Yes' and 'No'. The 'No' button is selected and circled in red. A red box with arrows pointing to the 'No' button and a 'lookup' button (three dots) contains the text: 'If you've indicated No, use the  lookup button to indicate the Financial Institution name'.
- c. If No, provide Financial Institution name:** A text input field with a 'lookup' button (three dots) to its right.
- d. Project Start Date (mm/dd/yyyy):** Contains '2/1/2013'.
- End Date (mm/dd/yyyy):** Contains '1/31/2018'.
- e. Amount of Funds Requested:** Contains '0.00'. A red box below this field contains the text: 'Enter the total budget amount requested (must match the calculated amount in the Budget Summary)'.
- Project Cost:** Contains '0.00'.

Language: Complete the entire application in one language only.


For applications submitted in French, please note that all review panels are conducted in English, and French language reviewers will be secured as required. Applicants submitting in French are required to provide the names of at least 5 impartial reviewers who are able to review in French and have the necessary expertise to critically evaluate the application.

Note that it is necessary to scroll within this window in EGrAMS to view all fields.

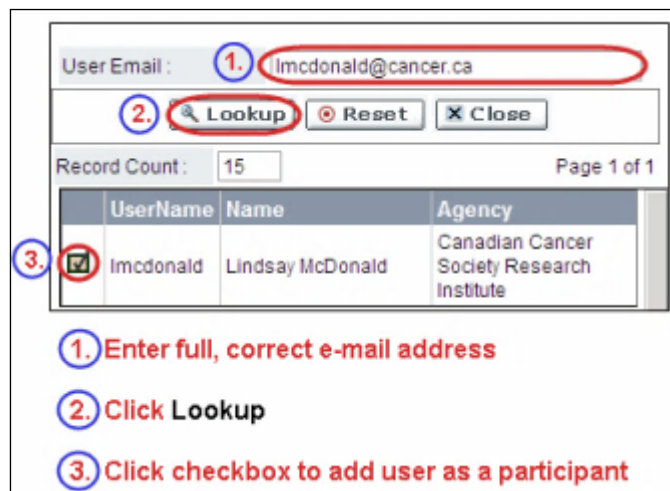
3. Participants

Note:

- The participants you listed as part of the Abstract registration will appear. Changes can be made at this time. CVs must now be provided for each participant (excluding the Financial Officer) and collaboration letters must be uploaded for collaborators.
- Changes to the applicant list after the abstract registration deadline are permitted but must be provided to CCS as they are determined.
- There is a limit of one application per PI or Co-PI for this competition. For those applications receiving funds from Brain Canada, a minimum of 2 Principal/Co-Principal Investigators are required from different institutions (or distinct departments within the same institution).
- Applications from Early- and Mid-Career Researchers (within 15 years of their first academic appointment) are strongly encouraged.
- Researchers from non-traditional disciplines, outside the cancer field, are strongly encouraged.
- Consideration of equity, diversity and inclusion principles in the composition of research team members must be evident.

EGrAMS Login: Add participants by first searching for their user profile using the  button. The form will be auto-populated from the data in their user profile. If they are not in the system, enter the required information into the form.

Searching for users in the system: In the lookup box, enter the full, correct email address associated with the participant's system profile:



The screenshot shows a web interface for searching users. At the top, there is a 'User Email' input field containing 'lmcdonald@cancer.ca'. Below it are 'Lookup', 'Reset', and 'Close' buttons. A 'Record Count' of 15 and 'Page 1 of 1' are displayed. A table with columns 'UserName', 'Name', and 'Agency' shows one result: 'lmcdonald', 'Lindsay McDonald', and 'Canadian Cancer Society Research Institute'. A checkbox next to the 'UserName' is checked. Below the table, three numbered steps are listed: 1. Enter full, correct e-mail address; 2. Click Lookup; 3. Click checkbox to add user as a participant.

UserName	Name	Agency
lmcdonald	Lindsay McDonald	Canadian Cancer Society Research Institute

1. Enter full, correct e-mail address
2. Click Lookup
3. Click checkbox to add user as a participant

Provide full addresses, including department name/affiliation, for each participant to ensure proper identification of conflicts of interest during the peer review process.

Financial Officer

Provide the name and email address of your institution's financial officer who would be responsible for the administration of this research grant, and to whom all correspondence about the accounting should be sent. Once the name is entered, the mailing address will auto-populate. (Note that this is a mandatory requirement; all applications must include a Financial Officer entered as a Participant.)

Co-Principal Investigators and Co-Applicants

Co-Principal Investigators and Co-Applicants are recognized as researchers who may or may not have a formal affiliation with the Host Institution but will take responsibility for particular administrative and scientific aspects of the research project. These categories can include Adjunct Professors or Status only appointments. These categories **may not include** graduate students, postdoctoral fellows, research associates, technical support staff, or investigators based outside of Canada. Individuals are not eligible to receive salary support from a grant.

Additional Authors

Additional Authors are recognized as other individuals who will make substantial intellectual contributions to the research project(s) or have contributed to the drafting of the application itself, but who are not eligible to be included as Co-Applicants. Students, postdoctoral fellows, research associates, lay contributors and investigators based outside of Canada may be included in this category. Students, postdoctoral fellows and research assistants are eligible to receive salary support from a grant. Investigators based outside of Canada or others that you do not wish to name on the grant can be included as collaborators.

Collaborators

Collaborators include any additional individuals who will be involved in the grant but are not eligible to be named in any of the above roles. Collaborators do not need to submit a CV but are required to submit a letter of collaboration.

Attach CV or Collaborator Letter (Collaborators only)

With the exception of the Financial Officer and Collaborators, each research team participant must provide a CV, following the format and naming convention outlined in [Appendix A: Biographical sketch template](#).

Collaborators do not need to provide a CV but must submit a letter of collaboration. Note that the file name will auto populate the Attachment Title, please label the uploaded letter: [lastname_firstname-collaborator].

k. *E-Mail Address	<input type="text" value="test@email.com"/>
l. *Designation	<input type="text" value="APROF"/> <input type="text" value="Assistant Professor"/>
m. *Letter of collaboration	<input type="button" value="Choose File"/> EGrAMS TE...UMENT.pdf <input type="button" value="X"/>

Upload a letter of collaboration for each collaborator.

How to add multiple participants

After you've completed the form for the first participant on your team, click the save and continue arrow to create a blank form for the next participant. Add as many participants as necessary. When you've completed the process, click the forward arrow twice to move to the next page of the application.



Index Background Applicant Info Certificates Lay Summary Abstract i Close

Save Save + Validate Errors PDF

3. Participants Hide Instructions

Enter Co-Principal, Co-Applicant and Co-Applicant information. If a participant is an EGRAMS user, use the lookup feature and enter their e-mail address. If a participant is not an EGRAMS user, their contact information will be auto-populated with their contact information as it appears in their user profile.

Contact Type

a. EGRAMS Login

b. *Name

c. Department

d. Institution

e. Address I Address II

f. Address III Country

g. City Province Postal Code

h. Telephone Ext. Fax

i. E-mail Address

j. Designation / Title

k. Curriculum Vitae (CV) Browse...

APPLICANT INFO

4. Principal Investigator CV

Attach an up-to-date, abbreviated CV (NIH-style biosketch), following the template provided in [Appendix A](#).

Career interruptions including, but not limited to, maternal and paternal leaves, extended sick leaves, medical leaves and family care will be considered, but must be described in Section 5.

Naming convention: Note that the file name will auto populate the Attachment Title, please use the following format: [lastname_firstname-CV].

5. Justification for career interruptions

Describe any career interruptions or delays that may have impacted your academic career and research productivity. Please include the start and end dates of each period described (yyyy/mm). If not applicable, please indicate this in the form.

Your justification **should not exceed 1250 characters** (including spaces), or roughly one full page, single spaced. Note that the character count may be different when copying text from Word due to formatting.

6. Application and career stage

This section is mandatory and plays no part in the review or funding of an application. The data is used for statistical and communications purposes only.



CERTIFICATES

7a. Biohazard/Biosafety | 7b. Animal Care | 7c. Ethics

For all three certificate types: Indicate whether or not the proposal is subject to certification under the auspices of any, or all, of the Biohazard/Biosafety Committee, the Animal Care Committee or the Ethics Review Board (or their equivalents) of the Host Institution and participating institutions (if applicable).

Where there is more than one institution involved, it is the responsibility of the Principal Investigator to ensure that appropriate certification from all participating institutions is secured and the certificates are submitted to CCS at the time of funding.

Submission of certificates for successful grants: It is the applicant's responsibility to ensure that all necessary certificates are provided to CCS. Failure to provide complete and valid certificates will result in all grant funds being encumbered pending receipt of the required documentation and may eventually lead to cancellation of the grant.

7d. Human samples

Indicate whether or not the proposed research work will use human samples.

CCS is committed to ensuring that high quality bio-specimens are used in research that it funds, as these yield high, reproducible quality data. It is the responsibility of the PI to ensure that appropriate evidence that the PI has registered/enrolled for bio-specimen collection with a quality assurance program are submitted to CCS at the time of funding. This applies equally to all prospective (new) bio-specimens used in the CCS-funded research that will be collected and/or all retrospective (old) bio-specimens used in the CCS-funded research that have previously been collected and will come from a biobank(s).

There are a number of internationally recognized programs that provide assurance of a known standard and level of quality for biospecimens. These programs include those available from the Canadian Tissue Repository Network (CTRNet) and programs such as CAP, ISO or CLIA ([learn more](#)). Participation in external quality assurance programs will be considered eligible grant expenses.

Submission of documentation for successful grants: It is the applicant's responsibility to ensure that all necessary documentation are provided to the CCS. Failure to provide complete and valid documentation will result in all grant funds being encumbered pending receipt of the required documentation and may eventually lead to cancellation of the grant.

8a. Human embryonic stem cells involvement

Any applicant who proposes the creation or use of human embryonic stem cells, or proposes any research that would fall under the Federal Legislation or the CIHR Guidelines for Human Stem Cell Research, must clearly indicate this in this section. In the space provided, list the name of the institution(s) where human embryonic stem cell (hESC) work will take place. All relevant details related to the hESC work must be described in the proposal.



For additional guidance, see the [CCS stem cell policy statement](#).

8b. Status of SCOC approval for each institution

In the space provided, indicate the status of SCOC approval for each institution where hESC work will take place.

PUBLIC SUMMARY

9. Need for project | 10. Goal of project | 11. Project description | 12. Future Impact

The public summary you submitted as part of the abstract registration will appear. Changes can be made at this time.

Applicants must provide a brief public summary, in simple, non-technical language in the format specified below. This public summary will be used:

- to facilitate understanding of the research for various donors and stakeholders
- for adaptation and publication on the CCS, CIHR and Brain Canada websites, social media channels, and electronic and print materials such as newsletters, donor reports, and media.

Format:

- For the lay summary, the following character limits apply:
 - need for project should not exceed **500 characters** (including spaces)
 - goal of project should not exceed **500 characters** (including spaces)
 - project description should not exceed **500 characters** (including spaces)
 - future impact should not exceed **650 characters** (including spaces)
- The character count may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

ABSTRACT

13. Scientific abstract

The scientific abstract you submitted as part of the abstract registration will appear. Significant changes to the abstract must be communicated to CCS and must be indicated in [section 18 \(Abstract changes\)](#).



The detailed scientific abstract will be examined by the panel as an integral part of the application. It will be used as an aid in assigning the application to the most appropriate expert reviewers.

Your abstract must include the following sections:

- a detailed summary which clearly describes the problem to be investigated
- the objectives of the proposed investigation
- a brief indication of the methodology to be used
- the significance of the research to cancer

Your abstract **should not exceed 4200 characters** (including spaces), or roughly one full page, single spaced. Note that the character count may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

14. Non-confidential scientific abstract

The non-confidential scientific abstract you submitted as part of the abstract registration will appear. Significant changes to the abstract must be communicated to CCS and must be indicated in section 18 (Abstract changes).

For applications approved for funding, the non-confidential scientific abstract will be posted along with the funding results on the CCS research webpage.

Please include a duplicate of your scientific abstract – **with proprietary information removed**. This abstract may also be shared with potential donors and CCS stakeholders when relevant.

Your abstract should not exceed **4200 characters** (including spaces), or roughly one full page, single spaced. Note that the character count may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

15. Keywords/Technical terms

The keywords you submitted as part of the abstract registration will appear. Changes can be made at this time.

Provide up to a maximum of 10 specific keywords or descriptive technical terms/methodologies that best describe the scientific and technical aspects of your project. Enter one keyword or technical term per line.

16. Impact statement

Describe how the proposed research represents a truly novel approach poised to dramatically improve the way we currently prevent or diagnose cancer, including the impact that results will have on specific challenges in cancer prevention and early detection.

Your impact statement should not exceed **4200 characters** (including spaces), or roughly 1 page, single spaced. Note that the character count may be different when copying text from Word due to formatting - see [tips](#) for formatting text in the rich text editor.



17. Breast cancer relevance statement

For applicants wishing to be considered under the breast cancer call for applications, a relevance statement is required that explicitly demonstrates how the project is relevant to breast cancer. Research that is generally applicable to all or most cancer types does not qualify; there should be a marked focus on the unique characteristics of one or more types of breast cancer. Only applicants that have marked the check box indicating the application should be considered under this special call should complete this section.

Your relevance statement should not exceed **2100 characters** (including spaces), or roughly half a page, single spaced. Note that the character count may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

IMPORTANT: Applicants wishing to be considered under the breast cancer call are required to submit a CIHR abbreviated application using [ResearchNet](#) due by the application deadline.

18. Abstract changes

A relevance review of the abstract registration was conducted to ensure alignment with the program description and scientific focus. Indicate if significant modifications have been made since the abstract registration. If you answer yes, please advise CCS research staff (research@cancer.ca). Substantive changes that significantly alter the overall goals and aims of the proposal relative to the abstract registration are not permitted.

PROPOSAL

19. Table of contents

OPTIONAL: Include a brief table of contents to help guide the reviewer through the proposal.

20. Proposal

Provide a detailed proposal of the work to be performed, including the following points:

- aim(s) of the project. Provide a compelling rationale for your hypothesis by putting your proposed work in the context of previous research done in the field. Proposed aims must be within the scope of the one-year timeline and budget of the grant. Overly ambitious aims are discouraged.
- the experimental design, methods and analysis. While preliminary data is not a requirement, it may be included. When preliminary data is not available, the underlying logic or rationale behind the proposed methodology must be clearly articulated. Reference supporting, as well as conflicting (if any), scientific data relevant to your proposal. Present alternate plans in case the primary methods are not successful. In addition, and importantly, sex, gender, diversity (plus other intersectionalities (SGBA+)) must be thoughtfully considered, when applicable.



- details of which member(s) of the research team will be responsible for which aspect of the project, including a rationale for their inclusion in the project, and a description of the research environment where the work will take place. Consideration of equity, diversity and inclusion principles in the composition of research team members must be evident.

Format:

- Your proposal should not exceed **21,000 characters (including spaces), or roughly five full pages, single spaced.**
- Character count may be different when copying text from Word due to formatting - see [tips](#) for formatting text in the rich text editor.
- Figures, tables, charts and their associated legends must NOT be embedded in the text. For information regarding accompanying figures, tables, charts and associated legends, [see section 24 – Tables, graphs, charts and associated legends.](#)
- Abbreviations must be initially explained within the proposal. A list of abbreviations, if included, counts towards the 21,000-character limit.
- To insert special characters, you must use Alt codes or the special character tool in EGrAMS and not Symbol font. Copying text from Word for Greek or French characters using Symbol font will result in these special characters being lost (usually converted to some other letter). For example, in the case of μ , this will be converted to a lower case m.

21. Sex, gender and diversity

a. Sex, gender and diversity considerations

Recognizing the variable impacts of cancer on different populations and demographics within Canadian society, CCS expects that sex, gender and diversity dimensions (plus other intersectionalities (SGBA⁺)) will be factored into research design, analysis and dissemination of findings. Please provide a response for each question, and we urge that you consider and embed these dimensions into your proposal, when applicable.

- Is sex, as a biological variable, taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?
- Is gender, as a socio-cultural factor, taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?
- Are diversity considerations (e.g. conditions, expressions and experiences of different groups identified by age, education, sexual orientation, parental status/responsibility, immigration status, Indigenous status, religion, disability, language, race, place of origin, ethnicity, culture, socio-economic status and other attributes) taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

b. Sex, gender and diversity considerations

Describe how sex and/or gender and/or diversity dimensions (plus other intersectionalities (SGBA⁺)) will be considered in your research proposal. If you selected 'No' to any of the questions in section 21a, explain why sex and/or gender and/or diversity are not applicable in your research proposal.



Your response must not exceed **4200 characters**. Note that the character count may be different when copying text from Word due to formatting - see [tips](#) for formatting text in the rich text editor.



22. Knowledge translation and mobilization strategy

Provide a detailed knowledge translation and mobilization strategy that chronicles potential next steps, and which could include collaborations and partnerships with other research institutions, networks and/or sectors, as appropriate. Describe any products expected to result from this funding, if applicable, as well as any plans for uptake by end-users.

Your knowledge translation and mobilization strategy must not exceed **6,300 characters** (spaces included), or roughly one and a half pages, single spaced. Note that the character count may be different when copying text from Word due to formatting - see [tips](#) for formatting text in the rich text editor.

23. Research team contributions

List each research team member (including individuals who are listed as a Participant and any others not named) and indicate the % of the project work to be completed by each individual. Do not add a '%' sign in the 'percent of the project work' field; the total should add to 100.

24. Tables, graphs, charts and associated legends

Assemble and appropriately label your figures, tables, graphs, charts and associated legends into one PDF document, **not to exceed 2 pages in length and 5 MB in size**.

Eligible figures, tables and charts can include graphs, diagrams displaying data or non-data schematics/flow diagrams as well as project timelines. Tables should not include descriptions of how work will be carried out (e.g. description of team responsibilities, research plan, etc.); these descriptions should be detailed in the appropriate sections of the proposal.

Legends must be limited to providing only the information necessary to understand the associated figure or table and must not be used as a means of circumventing the proposal's character limitations. Margin limitations do not apply. Font size should not be smaller than 10 point.

Naming convention: Note that the file name will auto populate the Attachment Title, please use the following format: [lastname_firstname-figures].

In-depth information: uploading documents as attachments

For detailed instructions on how to upload a document as an attachment to your application, consult [Appendix D: IV. Uploading document attachments](#)

25. List of references

Provide a list of references cited within the proposal. A standard reference style is recommended (e.g. first author, article title, journal title, date of publication, volume, issue, location (pagination)).



26. Appendices

Applicants are cautioned to include all essential information within their proposal ([item 20 – Proposal](#)) as reviewers are not obligated to review the appendices.

Use this section to present preprints or manuscripts relevant to the submission. Applications that are integrally based on survey instruments, measurement tools or clinical protocols must include these documents as an Appendix to the application. Proposals that require informed consent forms should include these for the benefit of the reviewers. Additional figures may be uploaded here at the discretion of the applicant. Do not include reviews from other agencies.

Out of consideration for the reviewers, applicants are requested to reasonably limit the size and number of appendices they provide. Appendices must be in PDF format, up to 10MB in size.

Naming convention: Note that the file name will auto populate the Attachment Title, please use the following format as an example: [lastname_firstname-appendix1].

27. Disclosure of commercial or conflict of interest related to this application

If any of the Principal Investigator, Co-Principal Investigators or Co-Applicants have a financial or other material interest in any Company, Corporation or other commercial venture whose business activities are related to the subject matter of this grant application, the nature of that interest must be disclosed and a description of how conflict of interest, if any, will be managed must be provided. If there is any intellectual property which has been filed that is directly related to the technology or project, or materials or reagents used in the application, ownership and/or assignment must be disclosed and fully described.

Such interests include, but are not limited to: owning a substantial number of shares of the **Company** (e.g., 5% or greater); sitting on the Board or other Committees of the Company; having an appointment (full- or part-time) as an Officer or Staff member of the Company; acting as a Consultant or Advisor for the Company; having any contract for services with the Company; receiving remuneration of any kind from the Company, etc.

Please describe fully, in non-confidential terms, the nature of the relationship or material interest, the business activities of the Company in question, and how those activities relate, if at all, to the grant application. Care should be taken to describe any perceived or real conflicts of interest in this case, and what steps have been or will be taken to minimize these conflicts.

BUDGET

28. Budget request



Requests for budgets up to 1 year will be considered in the Spark Grants competition. Applicants are asked to enter the amount requested for the grant year period (i.e. January 15, 2021 to January 14, 2022).

The grant maximum limits for Supplies and Expenses (including conference travel) and Salaries and Wages and Permanent Equipment combined are **\$150,000 per grant over a one-year period**. Please ensure that the scope of your proposal reflects the grant maximum limit for this competition.

Do not include infrastructure/overhead charges or levies. Only shared or institutional services (e.g. glass washing, etc.) are acceptable, however, specific itemized costs for these expenses must be provided; percentage charges are not permitted. See our website for further information on [Financial Administration](#).

Budget validation: "funds requested does not equal budget amount"

Note that your final budget amount will be validated against the figure entered in [item 2: Project Information](#) for **Amount of Funds Requested**. Your final budget amount as entered into the system is viewable on the Budget Summary page, the last page of the Budget section/tab.

28a. Budget request category: Program expenses – Supplies and Expenses

Include expenses for materials, minor equipment (<\$1000 per line item), services and research and conference travel.

It is expected that funded researchers publish in high-quality, peer-reviewed journals. Open and unrestricted access to published research in freely accessible, high-quality scientific journals available online is supported. Therefore, budgets proposed may include a line item for the cost of charges, such as article processing fees (APFs) that may be required for open access to publications in such online journals.

Justification attachment: Attach a detailed justification (in PDF format) for all line items requested in this budget category. Requested items must be justified to allow the grants panel to evaluate. It is not necessary to repeat the narrative for each subsequent year unless there are substantial differences. **Applicants can request for funding over a one-year period.**

The screenshot shows a web-based form for submitting a budget request. The 'Budget request' section is active, showing 'Category: Program Expenses - Supplies and Expenses' and 'Classification Seq.: 1'. The 'Attachment' field is empty, with a 'Browse...' button next to it. A red callout box with an arrow points to the 'Browse...' button, containing the text: 'Attach PDF containing justification for each line item here'. Below the form, there is a table with columns for 'Description', '2011', '2012', '2013', 'Total', and 'Notes'. The table is currently empty.



- **Naming convention:** please use the following format: [lastname_firstname-justification-supplies].
- **Additional budget lines:** If you require more than 10 budget lines, click the **Save** button and 5 more lines will be added.

28b. Budget request category: Program expenses – Salaries and Wages

Graduate students, postdoctoral fellows, research associates, technical and professional assistants are eligible to receive salary support from a grant. However, please note the following:

- Any person holding an academic rank equivalent to Assistant Professor or higher cannot be considered to be a professional assistant or research associate, and therefore cannot be paid from a grant.
- Employees of the federal or provincial governments and investigators or research personnel based outside of Canada are not eligible to receive salary support from a grant.
- Funds will not be awarded for secretarial support.
- Salaries requested should conform to the Host Institution rate based on the experience of the individual required for the project. If the person is unnamed, justify the need for a trainee with the number of years of experience required specifying the work to be undertaken.

List all members of the proposed research team for whom support is sought. Give appropriate details regarding their specific qualifications, duties and proposed salaries or stipends. If any individuals will be supported on a part-time basis, indicate the amount of time to be spent on this work. If support is sought for an individual to be recruited, please indicate this clearly and provide the same level of detail and justification.

If there are individuals who are part of the research team and for whom expenses will be incurred, but for whom salary support is not being sought (e.g. trainees being paid from other sources such as external scholarships or fellowships), ensure that their participation is fully described so that their impact on the total budget request may be evaluated by the Panel.

For salaried employees of the Host Institution, clearly indicate the budgeted amount for fringe benefits, adhering to the policy of the Host Institution. Fringe benefits can only be awarded for postdoctoral fellows if mandated by the Host Institution.

In all other cases, CCS considers Student and Postdoctoral Fellow salaries to be training awards as defined by Section 56(1)(n) of the Income Tax Act. As such, **do not include allowances** for CPP/QPP, Employment Insurance or provincial health taxes. In addition, fringe benefits such as medical, dental or private pension plans as well as academic fees are only eligible if mandated by the Host Institution.

Justification attachment: Attach a detailed justification (in PDF format) for all line items requested in this budget category in the first year. Requested items must be justified to allow the panel to evaluate. **Applicants can request for funding over a one-year period.**



- **Naming convention:** please use the following format: [lastname_firstname-justification-salaries].
- **Additional budget lines:** If you require more than 10 budget lines, click the **Save** button and 5 more lines will be added.

Attach PDF containing justification for each line item here

	Description	2011	2012	2013	Total	Notes
<input type="checkbox"/>	X					
<input type="checkbox"/>	X					
<input type="checkbox"/>	X					

28c. Budget request category: Equipment – Permanent Equipment

CCS will consider requests for funding for the purchase of permanent equipment **integral to the proposed research project**. Only single equipment items in excess of \$1,000 each should be listed as permanent equipment. Equipment items costing less than \$1,000 each are to be included under [section 28a. Supplies and Expenses](#). Equipment requests cannot exceed 10% of the requested budget.

Justification: List each equipment item and the amount requested and, for each such item, **provide a detailed justification that addresses the following:**

1. A description of equipment (including manufacturer, model number and accessories requested).
2. The estimated cost of equipment and accessories (include quotations beside line items).
3. A justification of the request:
 - Is this to replace existing equipment, to make new types of measurements or to furnish a new laboratory?
 - What equipment is now being used for this purpose?
 - If the applicant is moving to a new location, information should be provided on what equipment will be relocated, what commitments have been made by the Host Institution or other granting agencies and what major items of equipment will be shared within the institution.
4. Provide a list of all requests for research equipment which are presently being considered by other funding sources or which are about to be submitted.



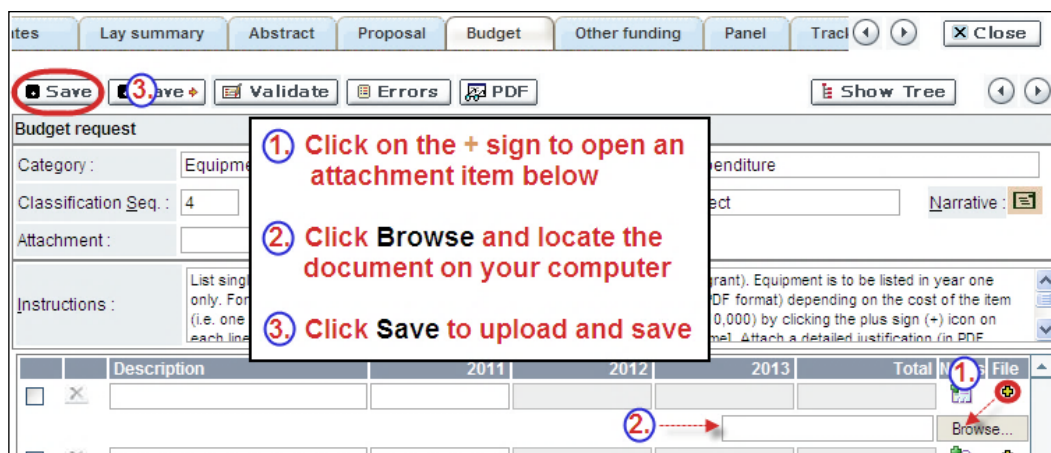
- This list should include all applications for equipment items from CCS, other granting agencies and other sources (e.g. industry, private foundations, start-up funds, etc.).

Justification attachment: Attach the detailed justification addressing the four issues outlined above (in PDF format) for all line items requested in this budget category in the first year. Requested items must be justified to allow the panel to evaluate.

- **Naming convention:** please use the following format:
[lastname_firstname-justification-permanent-equipment].

Quotation attachment: Attach quotations (one PDF containing the required quotes – see screenshot below) for each line item:

- For items costing **less than \$10,000 each**, provide a **single quotation** in Canadian dollars. Include applicable taxes (net, after rebates if applicable).
- For items costing **more than \$10,000 each**, provide **two (2) independent quotations** in Canadian dollars. Include applicable taxes (net, after rebates if applicable).
- **Naming convention:** please use the following format:
[lastname_firstname-quotation-item-name].



Additional budget lines: If you require more than 10 budget lines, click the **Save** button and 5 more lines will be added.

Care should be taken in formulating any equipment request; subsequent substitution of approved equipment items will not normally be permitted. The equipment request should anticipate equipment needs, if any.

29. Budget summary

A summary of the budget requested is shown. Your final budget amount will be validated against the figure entered in [item 2: Project Information](#) for **Amount of Funds Requested**.



OTHER FUNDING

30. Summary of other funding applied for and received

Proposals submitted to the Spark Grants program may be related but cannot be identical to any other currently funded projects. It is the responsibility of the applicant to notify CCS immediately should substantial overlap arise from new funding awards during the application and review process of this competition.

This section provides reviewers with a sense of the **Principal Investigator and Co-Principal Investigator(s)**' research time committed to other projects. CCS also uses the information administratively to ensure that there will be no significant overlap in funds for similar work.

Note that investigators may not accept funds from tobacco manufacturers or from the Council for Tobacco Research or the Smokeless Tobacco Council while holding a CCS grant.

If you are not currently receiving or seeking funding from other sources: Attach a document (in PDF format) clearly stating this.

If you are currently receiving or seeking funding from other sources: Attach a document (in PDF format) containing a list of: a) active grants and b) pending or submitted grant applications, following the formatting instructions outlined in [Appendix B](#).

The list should include all grants and applications for support from CCS and other granting agencies and other sources (e.g., industry, private foundations, etc.) **for the Principal Investigator and each Co-Principal Investigator**, for the current year (2020) and for the entire period covered by this application (January 15, 2021 – January 14, 2022). List each grant or application only once, clearly indicating all of the investigators who are involved in the grant.

Abstracts, as submitted in the original application for funding, must be provided for each grant/application, ensuring that the title of the project and funding source is clearly indicated. Budget pages are not required. Include these abstracts following the list, in the same order as they appear in this section.

Applications with missing other funding information or abstracts will be considered incomplete.

Naming convention: Note that the file name will auto populate the Attachment Title, please use the following format: [lastname_firstname-other_funding].

31. Other funding confirmation

Confirm that the uploaded list contains all required information, including the percentage overlap for each grant and the abstracts as submitted in the original application for funding.



REVIEW PANEL

The panel and reviewer recommendations and exclusions you submitted as part of the Abstract registration will appear. You can make changes to these sections at this time.

32. Panel

Spark Grant panel is selected.

33. Reviewer recommendation

Some applications are sent to other experts for additional review (external reviewers). Applicants must suggest the names of at least 3 (5 if submitting application in French) impartial reviewers who have the necessary expertise to critically evaluate the application and with whom you do not collaborate.

34. Reviewer exclusions

Applicants may also suggest individuals they would prefer NOT be contacted as potential reviewers (panel members and/or external reviewers); specific details should be given as to the reason for exclusion. **Any exclusions you list will not be viewable to panel members.**

TRACKING

The responses you submitted as part of the Abstract registration will appear. You can make changes to these sections at this time.

35a. Research focus

Responses are to be limited to the scope of the proposed research for the duration of the proposed term. This information is used for panel composition and for statistical/reporting purposes and will not be used as part of the scientific review of the application. Select the research focus of the proposal.

35b. Research subject

Select the research subject(s). Be sure to check at least one item.

35c. Cancer site relevance

Select a maximum of four cancer sites where the research will be most relevant. Indicate the degree of relevance to the selected cancer site in terms of percentage (%). Only include cancer sites with at least 25% relevance; total should equal 100%. Only use the **Details** description field to describe the site if you have selected **Other** as a site. Do not enter a '%' sign with your percentage, only enter the number.

35d. Common Scientific Outline (CSO)



Select a maximum of 3 codes which best describe the research. Full details of the Common Scientific Outline can be found at the International Cancer Research Portfolio website (<https://www.icrpartnership.org/cso>).

RELEASE FORM

36. Release form

CCS depends on donor dollars to fund its grants. Applicants must declare their willingness to allow the CCS to provide minimal details of their grant to potential donors/partners. For successful investigators, the grantee must declare their understanding that the CCS will post competition results (PI, HI, title, value of grant, non-confidential abstract) on the CCS, CIHR and Brain Canada websites. Lay summaries of the progress and impact of the research in our internal and external reports, including press releases, social media or other communications.

HOD/DEAN

IMPORTANT: executive authority sign-off

Sections 37 and 38 (and 39, if relevant) are mandatory for submission of your application.

37. Head of Department/Dean confirmation

Approval of this application by the Head of your research department must be completed for you to submit your application. If you are the Head of the Department, this section must be completed by the Dean. You must obtain confirmation that s/he has read and understands the [Host Institution/Canadian Cancer Society agreement](#). Signing authorities will be directed to our website's [policies and administration](#) pages before providing their confirmation online.

Read only access for applicants: This section can only be completed by the signing authority designated in [Step 1: Add signing authorities](#). You have read access and can thus monitor when/if the section is complete.



RESEARCH HOST

38. Executive authority of the host research institution

Approval of this application is to be completed by the executive authority of the Host Institution where the research will be conducted and must be completed for you to submit your application.

FINANCE HOST

39. Executive authority of the host finance institution

If the host institution administering funds is different from where the research will be conducted, this section must be completed for you to submit your application. It is to be completed by the executive authority of the host institution administering funds.

POST-SUBMISSION PUBLICATIONS

40. Post-submission publications

Publication lists included in this section prior to submission will be removed.

Use this section to provide an update (in PDF format) to the status of your publications only **after** you've submitted your application. (Your initial list of publications should be included as part of your CV, per [item 4 – Principal Investigator CV](#).)

You can update (i.e. save over or re-upload) the document as often as you need to, up until the review panel meeting.

Naming convention: please use the following format: [lastname_firstname_publications_yyyymmdd].



STEP 3: Validate and submit your application

I. Validation

Before you can submit your application, you must complete a validation process to identify any items left incomplete or filled out incorrectly. You can choose to either a) validate the full application, or b) validate one section at a time.

a) Validate the full application

The screenshot shows the application interface with the 'Index' tab selected. A table lists various sections with checkboxes for validation. A callout box provides instructions: 1. Click on the Index tab, 2. Click Validate, 3. You can choose to either: a. view the errors for the full application, or b. view the errors per section. The 'View Errors' and 'Validate' buttons are circled in red.

Description	Status	Del	Errors	Comments
11. Tables, graphs, charts and associated legends	<input type="checkbox"/>			
12. Appendices	<input type="checkbox"/>			
13. Budget request	<input checked="" type="checkbox"/>	x	3b	
14. Panel recommendation	<input checked="" type="checkbox"/>	x		
15. Reviewer recommendation	<input checked="" type="checkbox"/>	x		
16. Reviewer exclusions	<input checked="" type="checkbox"/>	x		
17. Research tracking information	<input checked="" type="checkbox"/>	x		
17.a. Research focus	<input checked="" type="checkbox"/>	x		
17.b. Research subject	<input checked="" type="checkbox"/>	x		
17.c. Cancer site relevance	<input checked="" type="checkbox"/>	x		
17.d. Common Scientific Outline (CSO)	<input checked="" type="checkbox"/>	x		

b) Validate one section at a time

Must be conducted once for every section (e.g. Background, Applicant Info, Budget, etc.) of the application. Sections are identified as tabs in the banner across the top of the application.

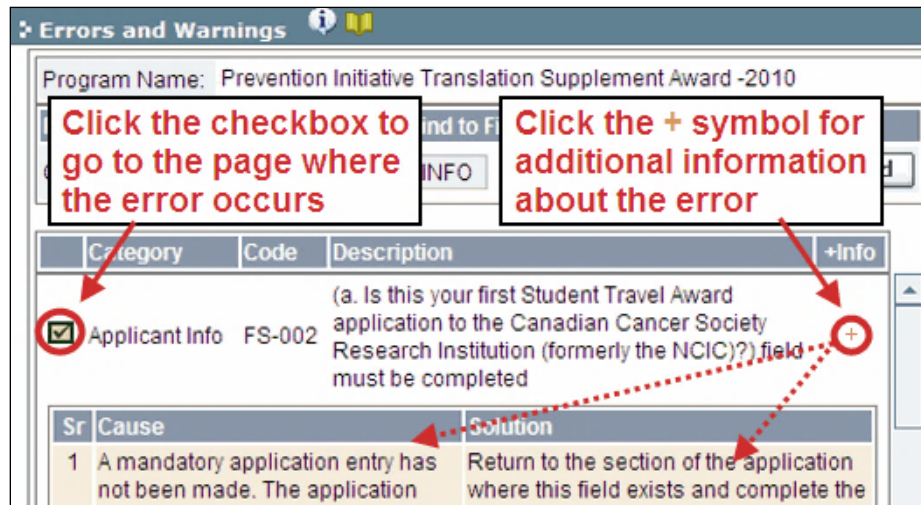
Upon completion of all pages within a tab/section of the application, click the **Save** button. Next click the **Validate** button:

The screenshot shows the 'Applicant Information' section. The 'Save' and 'Validate' buttons are circled in red. A callout box provides instructions: 1. Save your entries, 2. Click the Validate button.

For both type a) and b) validation, follow the below instructions:

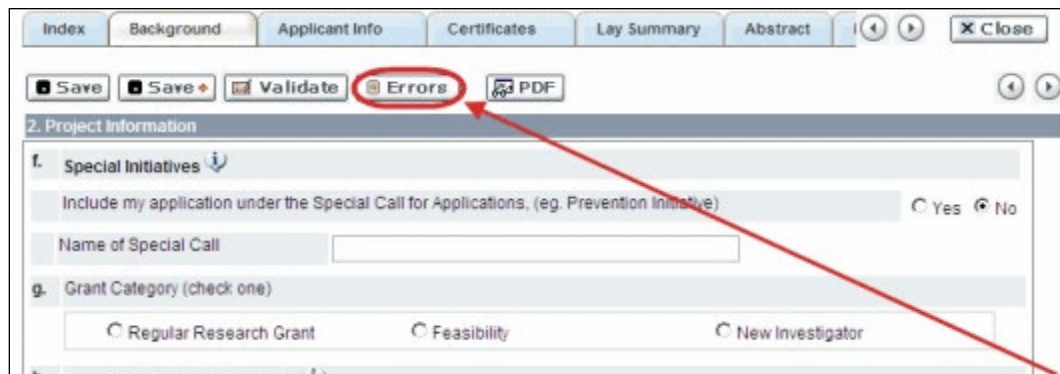
1. If errors are found, a dialogue box will open with details.
 - Click the + symbol under the **+Info** heading for information about the cause and solution of the error.
 - Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.



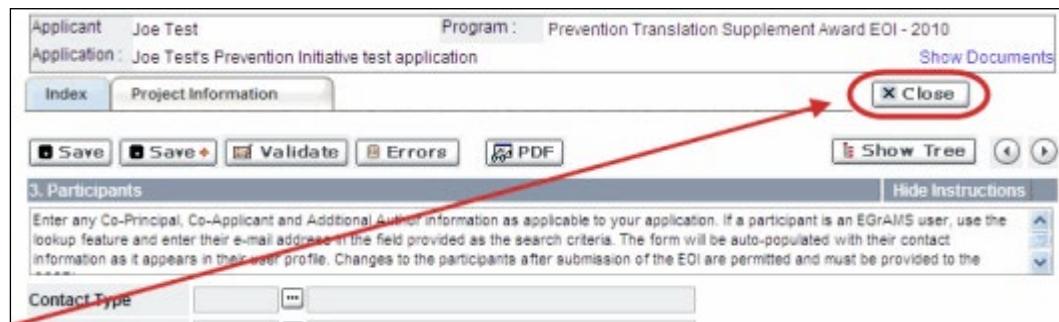


2. To view the dialogue box with the list of errors again, click the **Errors** button.

Note: The list of errors will not be updated to reflect any corrections you've made until you click **Save** and then **Validate** again.

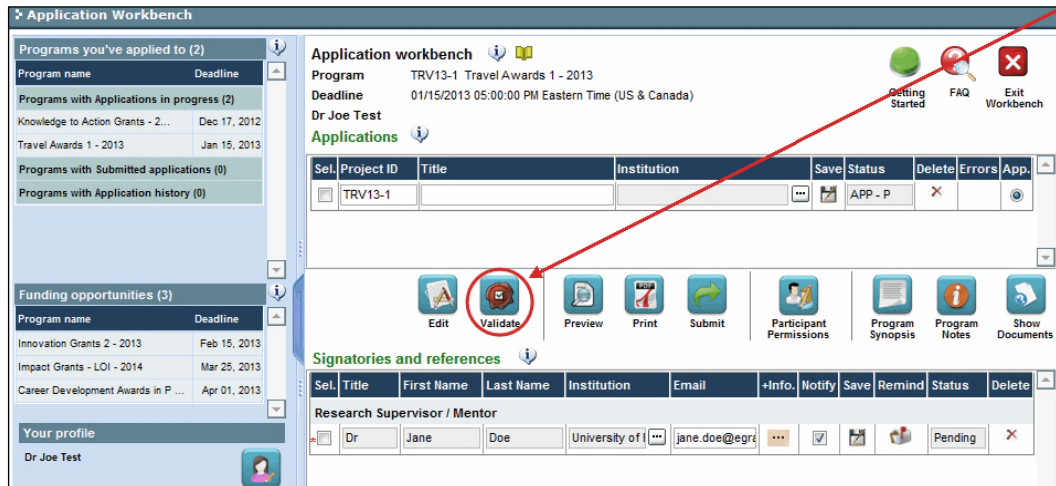


3. When all errors are resolved for every section, click the **Close** button to exit the application.

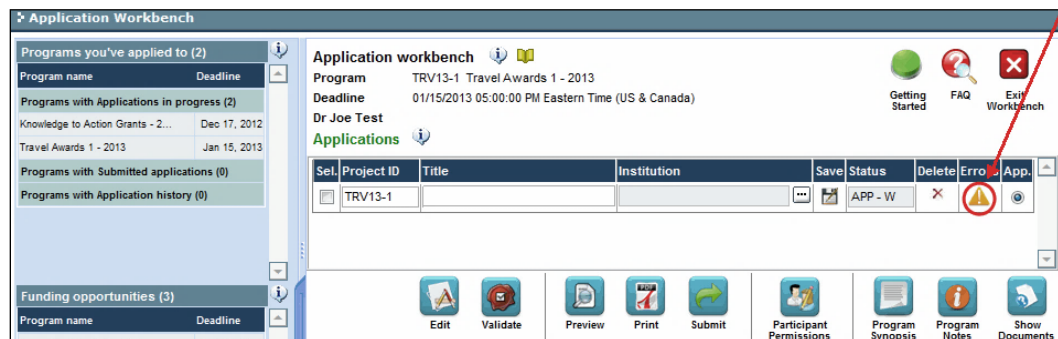


II. Preview and submission

1. From the **Application workbench**, click the  button to do a final validation of your application.




2. If Errors are found, click the  button for information about the errors.




3. Errors can be corrected through the  menu.

4. To generate a PDF of your application, click the  button:

5. To preview your application in EGrAMS, click the  button:

- Use the left side menu links to navigate to specific pages, or use the forward/backward arrows to view page by page.
- Click the **Close** button to exit the preview screen.

6. Once you've validated all errors, click the  button.



III. Confirmation

Once your application is submitted, a confirmation email will be sent to you by EGrAMS.



APPENDIX A: Biographical sketch template

BIOGRAPHICAL SKETCH*

Provide the following information for **each research team participant (PI, Co-PI, Co-Applicant, Additional Author)**. Follow this format for each participant. **Do not exceed 5 pages per person.** If a section does not apply to you, indicate "Not applicable". This form can also be downloaded [here](#).

**Adapted from the National Institutes of Health (NIH)*

NAME:

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include doctoral, postdoctoral, and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	COMPLETION DATE MM/YYYY	FIELD OF STUDY

A. Personal Statement

Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields.

*You may cite **up to four** publications or research products that highlight your experience and qualifications for this project. Research products can include, but are not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.*

*If you wish to explain factors that affected your past productivity, such as family care responsibilities, illness, or disability, you may address them in this section. **For PIs, please use the space provided in section 5 of the application (Justification for career interruptions).***



B. Positions and Honours

List in chronological order the positions you've held that are relevant to this application, concluding with your present position, as well as any relevant academic and professional achievements.

C. Contributions to Science

*Briefly describe **up to five** of your most significant contributions to science. For each contribution, indicate the following: a) historical background; b) the central finding(s); c) influence of these findings; and d) your specific role in the described work. You may cite **up to four** publications or research products that are relevant to the contribution. If you are not the author of the product, indicate what your role or contribution was.*

In addition, you may provide a link (e.g. PubMed, Google Scholar, etc.) to the complete list of your published work. However, this is optional, and reviewers are not required to look at the list.

D. Research Grant Support

*List grant support received in the past **five years**.*



APPENDIX B: Other funding summary template

Provide the following information for the **Principal Investigator and each Co-Principal Investigator**. Follow the format below for each investigator. The list should include all grants and applications for support from CCS and other granting agencies and other sources (e.g., industry, private foundations, etc.) for the current year (2020) and for the entire period covered by this application (January 15, 2021 – January 14, 2022). List each grant or application only once, clearly indicating all of the investigators who are involved in the grant.

This form can also be downloaded [here](#).

If you are not currently receiving or seeking funding from other sources: Attach a document (in PDF format) clearly stating this.

Applications with missing other funding information or abstracts will be considered incomplete.

ACTIVE GRANTS

Title:	<i>Enter the title of the grant.</i>
Source:	<i>Enter the full name of funding agency.</i>
Dollars awarded:	<i>Enter the amount awarded. Specify whether per annum or total.</i>
Dates of approved project:	<i>Enter the start and end dates (mm/yyyy) for which the grant is funded.</i>
Term:	<i>Indicate the duration of the grant (e.g. 1 year, 2 years, etc.)</i>
Name of PI and % of effort for this grant:	<i>Enter the name of the PI and indicate the % effort for this project.</i>
List of Co-Applicants and % of effort for this grant:	<i>List in alphabetical order all Investigators on the grant, including yourself if you are not the PI. For each investigator, include % of effort for the project.</i>
Major goal(s) of this project:	<i>In one sentence, describe the major goal(s) of the project.</i>
% overlap	<i>Indicate the % overlap, if any, that this grant's aims and/or budget have with respect to the current CCS application under consideration. Briefly justify your response, especially in cases where you declare that there is some overlap, or where you declare there to be no overlap with another grant that has a very similar title and/or conceptual overlap.</i>

To enter information for another grant, simply copy and paste the above blank table.



Abstracts, as submitted in the original application for funding, must be provided for each grant/application, ensuring that the title of the project and funding source is clearly indicated. Budget pages are not required. Include these abstracts following the list, in the same order as they appear in this section.

PENDING OR SUBMITTED GRANTS

Title:	<i>Enter the title of the grant.</i>
Source:	<i>Enter the full name of funding agency.</i>
Dollars requested:	<i>Enter the amount requested. Specify whether per annum or total.</i>
Dates of proposed project:	<i>Enter the start and end dates (mm/yyyy) for which the grant would be funded.</i>
Name of PI and % of effort for this grant:	<i>Enter the name of the PI and indicate the % effort for this project</i>
List of Co-Applicants and % of effort for this grant:	<i>List in alphabetical order all Investigators on the grant, including yourself if you are not the PI. For each investigator, include % of effort for the project.</i>
Major goal(s) of this project:	<i>In one sentence, describe the major goal(s) of the project.</i>
% overlap	<i>Indicate the % overlap, if any, that this grant's aims and/or budget have with respect to the current CCS application under consideration. Briefly justify your response, especially in cases where you declare that there is some overlap, or where you declare there to be no overlap with another grant that has a very similar title and/or conceptual overlap.</i>


To enter information for another grant, simply copy and paste the above blank table.

Abstracts, as submitted in the original application for funding, must be provided for each pending or submitted grant application, ensuring that the title of the project and funding source is clearly indicated. Budget pages are not required. Include these abstracts following the list, in the same order as they appear in this section.




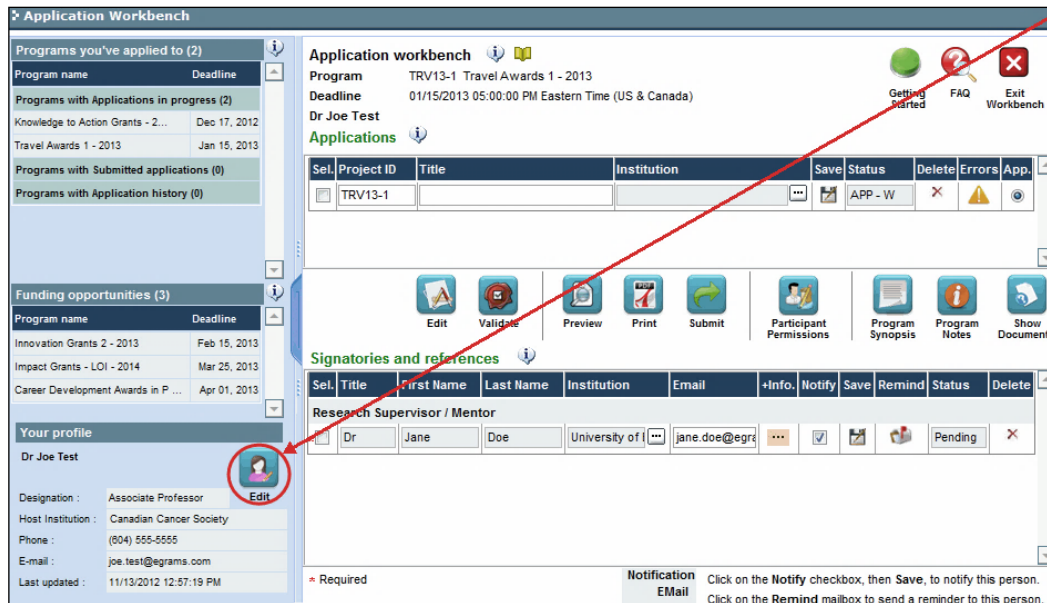
APPENDIX C: Troubleshooting

- **Host Institution field is empty or incorrect, and lookup button does not work.**

Problem: I am creating my application. The  button in the Host Institution field does not open a lookup box.

Solution: The Host Institution field is auto-populated from information provided in your profile. You will need to update this information in your profile first, then log out of EGrAMS and log back in and create your application.


To update your profile: From the Application workbench, click the  button.



The screenshot displays the 'Application Workbench' interface. On the left sidebar, under 'Your profile', the user 'Dr Joe Test' is listed with an 'Edit' button circled in red. A red arrow points from this button to the 'Edit' button in the 'Signatories and references' table. The table has columns for Title, First Name, Last Name, Institution, Email, and Status. The first row shows 'Dr', 'Jane', 'Doe', 'University of ...', 'jane.doe@egrs', and 'Pending'.

- **Delete an application**

Problem: I need to delete my application.

Solution: Go to the Application workbench, click the  button, click OK in the pop-up.



Application Workbench

Programs you've applied to (2)

Program name	Deadline
Knowledge to Action Grants - 2...	Dec 17, 2012
Travel Awards 1 - 2013	Jan 15, 2013

Programs with Applications in progress (2)

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Your profile

Dr Joe Test

Application workbench

Program TRV13-1 Travel Awards 1 - 2013

Deadline 01/15/2013 05:00:00 PM Eastern Time (US & Canada)

Dr Joe Test

Applications

Sel.	Project ID	Title	Institution	Save	Status	Delete/Errors	App.
<input type="checkbox"/>	TRV13-1				APP - P		

Signatories and references

Sel.	Title	First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
Research Supervisor / Mentor											
<input type="checkbox"/>	Dr	Jane	Doe	University of	jane.doe@egr		<input checked="" type="checkbox"/>			Pending	

- **Budget error during validation**

Application stage: [Step 3: Validate and submit your application](#)

Problem: When I validate my Budget section, I get an error that reads "Funds requested [or Project cost] does not equal budget amount". What does it mean and how do I fix it?

Solution: [Section 2. Project Information](#) contains two fields under item (e) – Amount of Funds Requested and Project Cost. The values entered in these fields must match the values in your budget summary.



APPENDIX D: The Application Interface

I. Navigation

Use the tab banner and arrow buttons to navigate through your application:



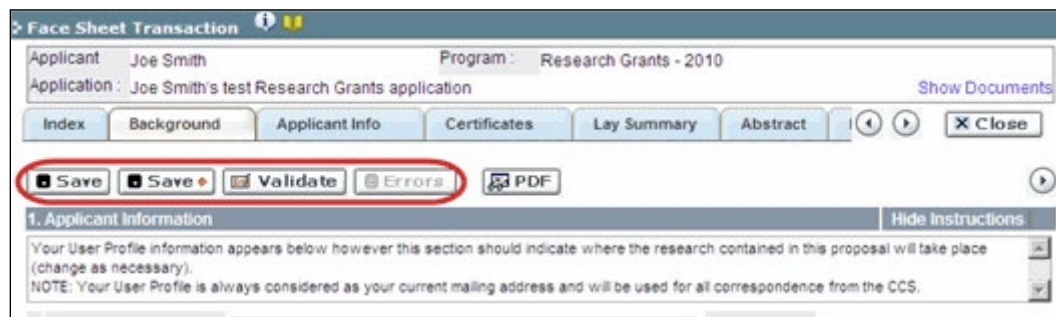
1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.
2. **Current tab** – The current tab you are viewing is always highlighted in white.
3. **Show more tabs** – You can manipulate the tab banner to show hidden tabs by clicking the left and right arrows that sit to the right of the banner.
4. **Advance page by page through application** – Some sections (tabs) are consist of several pages of content. Click on the arrow buttons that sit below the Close button. When you reach the last page of a section, clicking the advance arrow will take you to the first page of the subsequent section.
5. **Index** – Clicking the Index tab will produce a map of the entire application, including check boxes to indicate where content has been entered and saved on a page.



- Sections with an uploaded document will have a paperclip icon beside the checkbox. You can view the document by clicking the paperclip.
- Each line of the index is clickable and will take you straight to that page of the application.
- Note that errors will show up in the index until you re-validate the application.

II. Save, Validate, Errors

The **Save**, **Save** ⇨ (save, and move forward to next page), **Validate** and **Errors** buttons enable users to save their work and then check to make sure they have completed the questions properly.



▪ Save

While some sections of the application will be pre-populated with information derived from your user profile and elsewhere, the system will still expect you to save the information that has been pre-populated, the first time you view that page of the application.

If you try to advance to the next page without saving your work, the system will prompt you to do so.

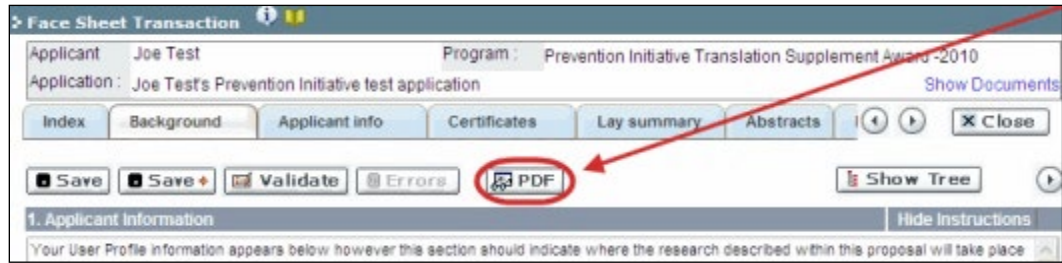
▪ Validate and check for errors


The validation process is a crucial step in completing your application successfully. For detailed instructions, consult [Step 3: Validate and submit your application](#).

III. PDFs

Create a PDF of **the page you are currently visiting**, including any data you have entered into the form, by clicking the PDF button.

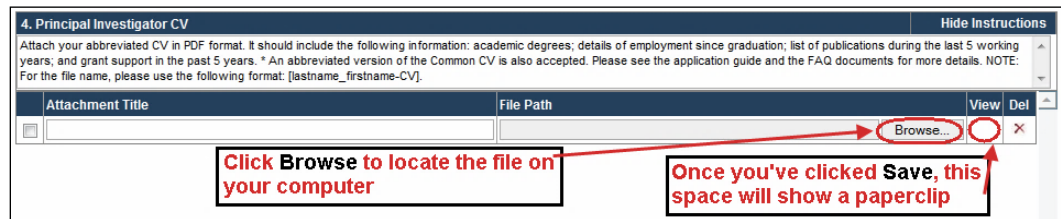




If you wish to create a PDF of your entire application, click the  button on the **Application workbench**.

IV. Uploading document attachments

1. The system will automatically take the name of the document in the **Attachment Title** field.
2. Click **Browse** and locate the document on your computer.



3. Click **Save** to upload the document as an attachment to your application.
 - The **File Name** path will be cleared, and the paperclip icon will appear in the **View** column. You can click the paperclip to view the attachment.

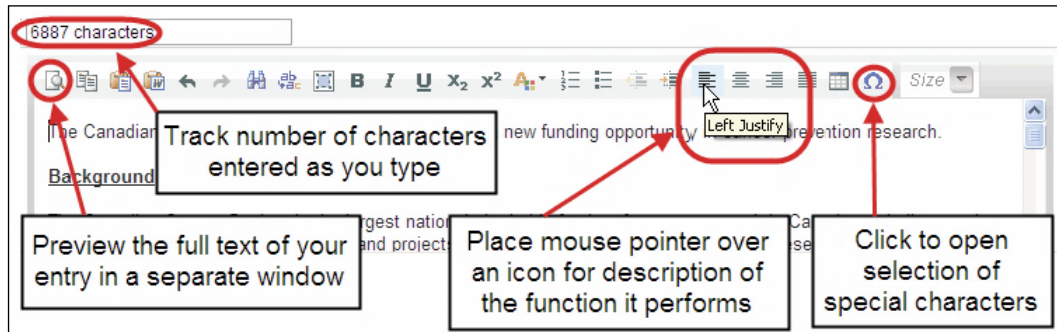
V. The rich text editor

Copying and pasting formatted text:

- You can copy and paste text formatted in a Word processor into the form; formatting will be preserved, including special characters inserted using Alt codes.
- The use of Symbol font in your application text is not supported in EGrAMS.
- Copying text from Word for Greek or French characters using this font will result in these special characters being lost (usually converted to some other letter).



You can format your text with the rich text editor within EGrAMS, in the same way you would format text in Microsoft Word.

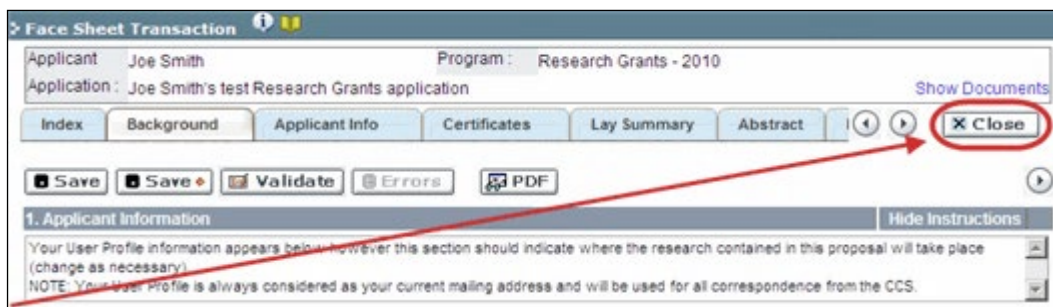


Use the rich text editor to:

- bold, italicize or underline your text
- format footnote markers with superscript
- track the number of characters used in an entry
 - character limitations for each entry are stated in the instructions posted on each page of the application, and/or in this guide
- enter special characters such as French or Greek letters
- include bulleted and/or numbered lists
- preview your text in a full screen window

VI. Exit

To exit the application and access the **Application workbench** again, click the **Close** button.



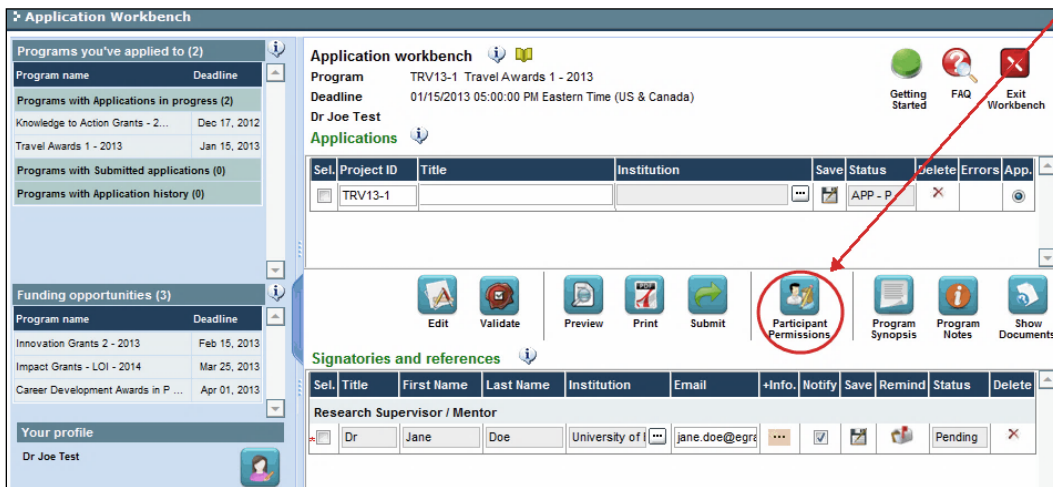
APPENDIX E: Assign participants access to your application

Follow the instructions below to give CO-PIs, Co-Applicants or Additional Authors access to your application, and set their permissions according to their role.

Prerequisites for application access:

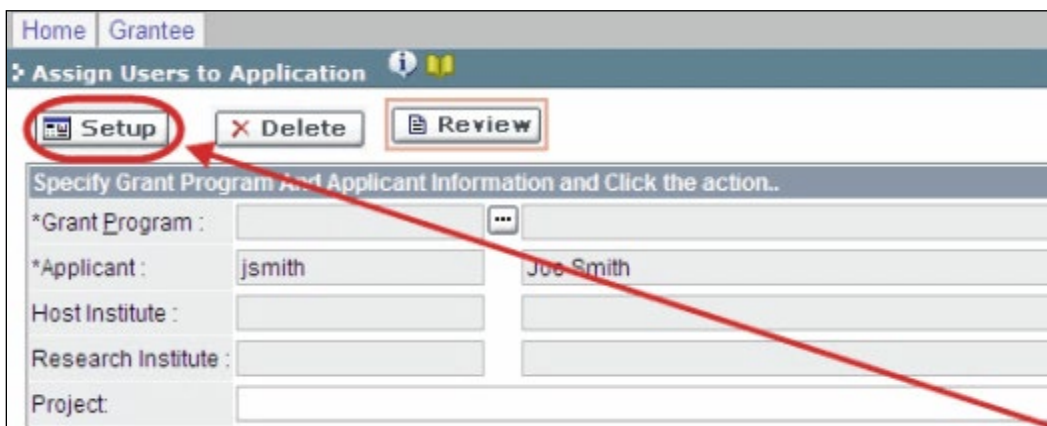
In order to complete this step, you must first ensure that your colleagues have active profiles within the system.

1. From the **Application workbench**, click the  button:





The screenshot shows the 'Application Workbench' interface. On the left sidebar, there are sections for 'Programs you've applied to (2)', 'Funding opportunities (3)', and 'Your profile'. The main content area displays 'Application workbench' for program 'TRV13-1 Travel Awards 1 - 2013'. Below this, there is a table of applications with one entry: TRV13-1. A toolbar below the table includes buttons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions' (circled in red), 'Program Synopsis', 'Program Notes', and 'Show Documents'. A red arrow points from the right towards the 'Participant Permissions' button.

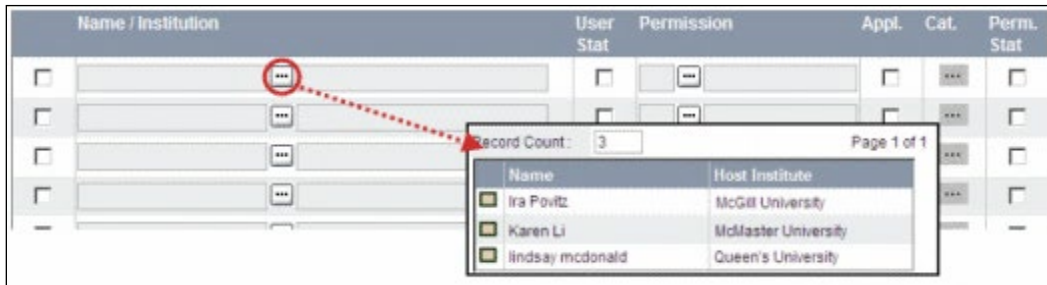
2. Click the **Setup** button:




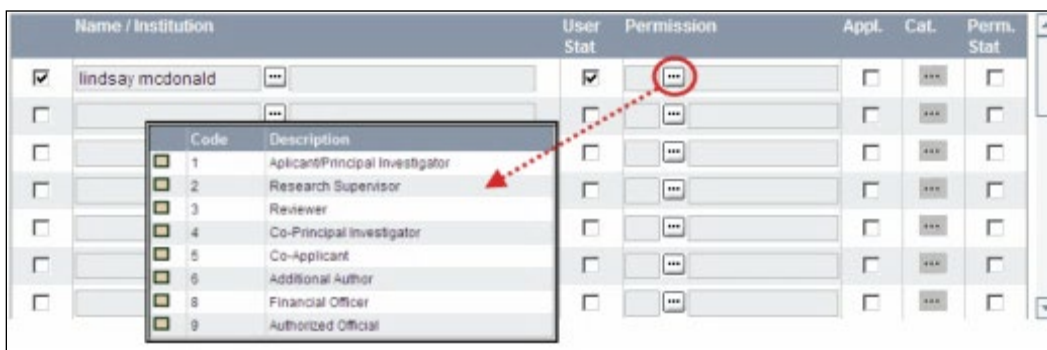
The screenshot shows the 'Assign Users to Application' dialog box. At the top, there are buttons for 'Setup' (circled in red), 'Delete', and 'Review'. Below the buttons, there is a section titled 'Specify Grant Program and Applicant Information and Click the action..'. This section contains several input fields: '*Grant Program:', '*Applicant:' (with 'jsmith' entered), 'Host Institute:', 'Research Institute:', and 'Project:'.



- Use the  button to select your **Grant Program**. The rest of the fields will be auto-populated for you.
- Click **Find**.
- Use the  button to open the lookup box in the **Name/Institution** column.
 - All EGrAMS users you have entered on your application as [Participants](#) will be listed in the lookup box:




- For each participant, use the  button to open the lookup box in the **Permission** column and select the appropriate role:



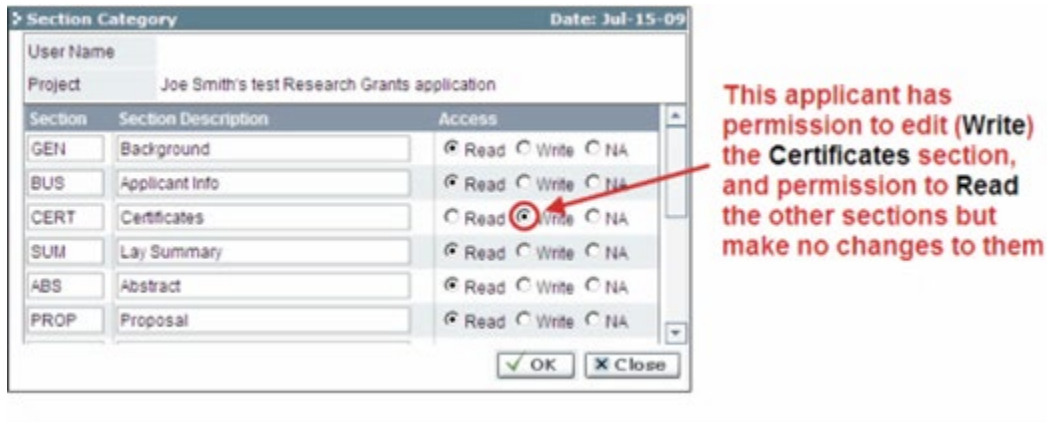
- Click the checkbox in the **Appl.** column to activate the lookup box in the **Cat.** column (it will change from grey to orange):



- Use the  button to open the lookup box in the **Cat.** column and assign access permissions for each section of your application to the project team member.
 - Read** access means an applicant can view the content of that section but cannot make any changes to it.
 - Write** access means they are able to edit content in that section.



- **NA** means they will have no access to the content in that section.



The screenshot shows a dialog box titled "Section Category" with a date of "Jul-15-09". It contains fields for "User Name" and "Project" (Joe Smith's test Research Grants application). Below is a table with columns for "Section", "Section Description", and "Access". The "Certificates" row has "Write" selected. A red arrow points to the "Write" radio button with a text box that reads: "This applicant has permission to edit (Write) the Certificates section, and permission to Read the other sections but make no changes to them".

Section	Section Description	Access
GEN	Background	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
BUS	Applicant Info	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
CERT	Certificates	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA
SUM	Lay Summary	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
ABS	Abstract	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
PROP	Proposal	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA


Alternatively, **uncheck this box to remove a participant's access** to your application.

9. Click **OK** to save your entries.

Your colleagues will now be able to see and access your application when they log in to EGrAMS. Their access will be limited to the permissions and rights you have assigned to them.



APPENDIX F: Update your profile

1. To update your profile, click the  button on the **Application workbench**.

Application Workbench

Programs you've applied to (2)

Program name	Deadline
Knowledge to Action Grants - 2...	Dec 17, 2012
Travel Awards 1 - 2013	Jan 15, 2013

Programs with Applications in progress (2)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Your profile

Dr Joe Test

Designation : Associate Professor
Host Institution : Canadian Cancer Society
Phone : (604) 555-5555
E-mail : joe.test@egrams.com
Last updated : 11/13/2012 12:57:19 PM

Application workbench

Program TRV13-1 Travel Awards 1 - 2013
Deadline 01/15/2013 05:00:00 PM Eastern Time (US & Canada)
Dr Joe Test

Applications

Sel.	Project ID	Title	Institution	Save	Status	Delete	Errors	App.
<input type="checkbox"/>	TRV13-1			...	APP - W	X	!	!

Signatories and references

Sel.	Title	First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
<input type="checkbox"/>	Research Supervisor / Mentor	Dr.	Jane	Doe	University of (...)	jane.doe@egrc...	<input checked="" type="checkbox"/>	!	!	Pending	X

* Required

Notification EMail Click on the Notify checkbox, then Save, to notify this person.
Click on the Remind mailbox to send a reminder to this person.

2. Make changes as required. Consult [Interpreting Data Fields](#) for assistance.
3. Click **OK** at the bottom right corner of the screen to save your changes.

Department of Biochemistry and Molecular Biology Address 2
6331 Crescent Rd Address 4

Review Experience Details

Name: Joe Test

Sel.	Position	Organization	Years	Last Sent
<input checked="" type="checkbox"/>	Scientific Officer	NIHC, Panel L	2	2005
<input checked="" type="checkbox"/>	Chair	CIHR virology and viral pathogenesis	1	2007
<input checked="" type="checkbox"/>	Panel Member	Cancer Research Society	1	2006

Click OK to save changes to this screen

OK Close

000001

Educational Professional Review
Area of Expertise Institution Biographical

Yes No Active

Show Security

Click OK to save all changes to your profile before exiting

OK Cancel

Saving changes to Additional Details screens:


If you are updating the information contained in the Additional Details screens (e.g. Educational, Professional, Review, etc.), you must save the changes by clicking OK on both the Additional Details screen and then again on the main user profile page.

If you click OK on the former but not the latter, your changes will be lost.

Interpreting the data fields:

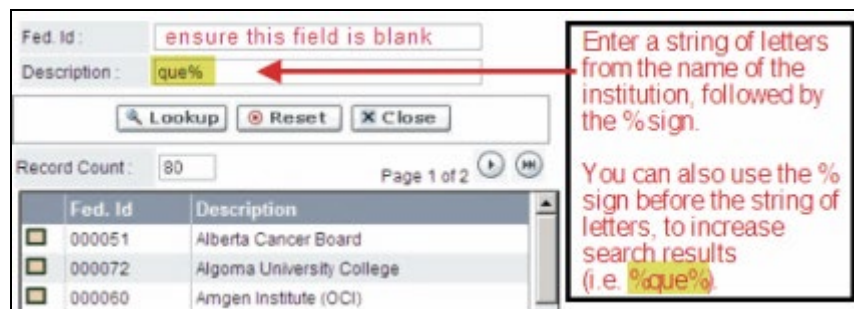
Login Name: Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

Display Name: This field will be auto-populated using the first initial from the First Name field and whatever you have entered in the Last Name field. However, you can change it if you wish.

Institution: Click on the  button, and select the name of your current research institution.

**** If you do not see your institution listed in the dialogue box, contact egramscancer.ca. Include "EGrAMS institution set-up" in the subject line.**

To search for your institution: use the % sign as a wildcard in the Description field:



Department: Indicate your department or faculty/division (e.g. "Dept. of Immunology" or "Faculty of Nursing" where there is no department).

Address Line 1-4: Use these lines to indicate your street address. Indicate your campus, building, floor/room number, centre or laboratory as appropriate.

Country: Click on the  button for a list of country codes.

City: Enter your city.



Province: Click on the button for a list of province codes.

Postal Code: Enter your entire postal code **in the first box**.

Menu Style: This category defaults to the “Dynamic” style. If you wish to change how EGrAMS displays menus along the top of your screen, you can change this field to “Drop Down List”.

Designation: This field is mandatory.

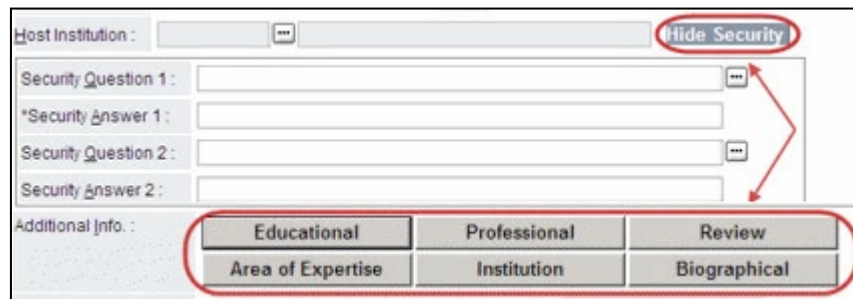
Role: Click on the button, and select your role within the EGrAMS system:

- **Grantee** is a person applying for funding.
- **Reviewer** is a panel member who evaluates applications and awards funding.
- **Grantee/Reviewer** is a person who occupies both descriptions.

Show Security: Click on this button to expand the form, and add at least one **security question** in the event you forget your password.

To add a security question, click on the button and choose from a list of questions, then enter your answer in the corresponding **security answer** field below.

Once completed, you can click the **Hide Security** button to display the Additional Info buttons below.



The screenshot shows a form with the following elements:

- Host Institution:** A text field with a dropdown arrow button.
- Hide Security:** A button circled in red, with a red arrow pointing to the Security Question fields.
- Security Question 1:** A text field with a dropdown arrow button.
- *Security Answer 1:** A text field.
- Security Question 2:** A text field with a dropdown arrow button.
- Security Answer 2:** A text field.
- Additional Info:** A section containing a grid of buttons: Educational, Professional, Review, Area of Expertise, Institution, and Biographical. This entire section is circled in red.

